

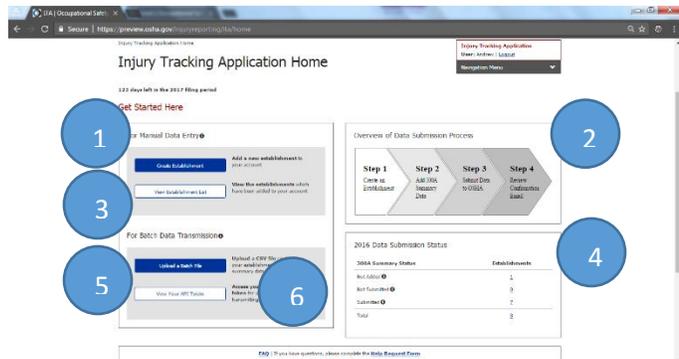
After creating an account and logging in for the first time, you will see the ITA homepage which contains both information on how to get started with your data entry as well as additional information about the status of the establishment you've added to the system.

## Getting Started

The *Get Started Here* box lists the major starting points you can take when submitting your data. It's broken into two main sections – Manual Data Entry and Batch Data Transmission.

### Manual Data Entry

If you wish to manually enter your data into a series of web forms, you can get started by



1. Clicking the *Create Establishment* button to add your first establishment to the system.
2. After adding an establishment, the next step is to add 300A data to it and then Submit to OSHA
3. If you already have establishments added, you can add new 300A data to them by clicking the *View Establishment List* button
4. You can also see the status of all of the establishments you've added

### Batch Data Transmission

Batch transmission is **only** recommended if you wish to enter data for more than several establishments. Start by:

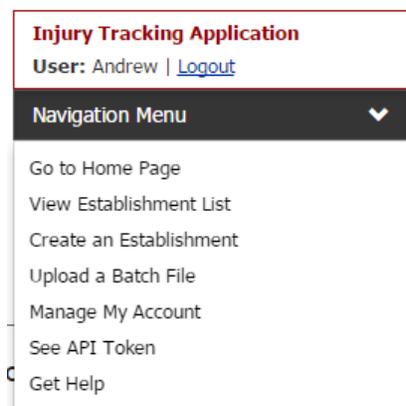
5. Clicking the *Upload a Batch File* button will direct you to a file upload page where you will find information how to create a batch file and a place to upload and submit it.
6. Clicking the *View API Token* button will direct you to a page which displays the API token which has been assigned to your account. You will need this information for all transactions made between your system and ITA.

## Navigating ITA

You can access each of the major areas of ITA using a navigation menu appears on all pages in ITA.

The *Navigation Menu* drop down provides access to the following screens:

- *Injury Tracking Application Home*
- *Establishment List*
- *Create Establishment*
- *Upload File*
- *Manage Account – Profile*
- *Manage Account-API Token*
- *Help Request Form*





## Inactivity in ITA

To protect the information contained in an ITA user's account, an ITA user will automatically be logged out of the application after 45 minutes of inactivity. An alert message will be displayed after 30 minutes of inactivity notifying the user that they will need to take an action within the next 15 minutes to keep their current ITA session active. If a user is logged out due to inactivity, any unsaved progress will be lost.

Complete the following steps to set up an ITA account and password:

1. Click on “Create an Account” hyperlink on the *Injury Tracking Application Login Screen*.

UNITED STATES DEPARTMENT OF LABOR

Occupational Safety and Health Administration

ABOUT OSHA - WORKERS - EMPLOYERS - REGULATIONS - ENFORCEMENT - TOPICS - NEWS & PUBLICATIONS - DATA - TRAINING -

**OSHA ITA Maintenance**  
We will be going through a scheduled maintenance on August 10th, from 7pm - 10pm EST. Please stay tuned

[OSHA](#) / [Injury Tracking Application Login](#)

## Injury Tracking Application Login

Log in or [create an account.](#)

**Username or Email Address**

**Password**

[Forgot Password?](#)

2. For “Create Account Step 1 of 3: Account Details,” enter information into the required fields, complete *I’m not a robot* CAPTCHA, and click on the *Continue* button.

[Injury Tracking Application Login](#) / [Create Account](#)

## Create Account

[Injury Tracking Application Login](#)

### Step 1 of 3: Account Details

**\* Required Fields**

**First Name \***

**Last Name \***

**Company Name \***  
  
Please enter the name of the company that you work for.

**Job Title**  
  
Please enter your job title.

**Email Address \***

**Confirm Email Address \***

**Phone Number \***

**Username \***

I'm not a robot



- For “Create Account Step 2 of 3: Terms and Conditions,” click on the check box next to “I acknowledge that I have read and accept the Terms of Use Agreement” and click on the *Continue* button. **Note:** ITA automatically emails the end user a notification that contains a hyperlink to log in and set a password.

[Injury Tracking Application Login](#) / [Create Account](#)

**Injury Tracking Application**  
[Login](#)

## Create Account

### Step 2 of 3: Terms and Conditions

#### Important Notice to Injury Tracking Application Users

Thank you for visiting this Department of Labor (DOL) Web site application. You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. DOL is strongly committed to maintaining the privacy of personal information you provide and the security of information on DOL computer systems. DOL uses contractors to perform various website and database functions and makes sure that such arrangements ensure the security, confidentiality and integrity of any personal information.

As a general rule, DOL does not collect personally-identifying information unless you choose to provide such information to us. With respect to the collection, use and disclosure of personal information, DOL makes every effort to ensure compliance with applicable federal law, including, but not limited to, [The Privacy Act of 1974](#), [The Paperwork Reduction Act of 1995](#), and [The Freedom of Information Act](#). We may disclose to you and others the information you provide us if authorized by you or as authorized or required by Federal law.

Please be aware that fraud and related activity in connection with computers is prohibited by Title 18, U.S. Code Section 1030. Furthermore, this law states that intentionally accessing a computer without authorization or exceeding authorized access and thereby obtaining information from any department or agency of the United States is prohibited and subject to civil and criminal penalties, including (but not limited to), punishment by fine and/or imprisonment. DOL may provide law enforcement with any potential evidence of a crime found on aforementioned systems in order for them to investigate such offenses.

In addition, it is unlawful to make any materially false, fictitious, or fraudulent statement to an agency of the United States. Violations can be punished by a fine or by imprisonment of not more than five years, or by both. See 18 U.S.C. 1001(a); 29 U.S.C. 666(g). Uses of this application also should keep in mind that it is unlawful to make any false statement, representation filed or required to be maintained pursuant to the OSH Act. Violations can be punished under [Section 17\(g\)](#) of the OSH Act by a fine of not more than \$10,000, or by imprisonment of not more than 6 months, or by both.

I acknowledge that I have read and accept the Terms of Use Agreement

[Previous Step](#)

[Cancel](#)

[Continue](#)

- Once “Create Account Step 3 of 3: Confirm Account Creation” page displays, click on hyperlink in the emailed notification to log in and set a password. **Note:** This hyperlink will expire after 24 hours.

**▲ OSHA ITA Maintenance**  
We will be going through a scheduled maintenance on August 10th, from 7pm - 10pm EST. Please stay tuned

[Injury Tracking Application Login](#) / [Create Account](#)

**Injury Tracking Application**  
[Login](#)

## Create Account

### Step 3 of 3: Confirm Account Creation

Thank you for registering.

In order to complete your registration, **please click the confirmation link** in the email that we have sent you.  
If you don't receive the email within a few minutes, please check the junk/spam folder of your email account.  
If you don't receive an email at all, please contact us using the [Help Request Form](#).

[FAQ](#) | If you have questions, please complete the [Help Request Form](#)

lasttest1,

Thank you for registering at Occupational Safety and Health Administration.  
You may now log in by clicking this link or copying and pasting it into your browser:

[http://test.osha.gov/user/reset/724/1507036504/xToHc\\_4pHeNxOL7RBkE3wjNsScpUaiSOeweyuu3-20](http://test.osha.gov/user/reset/724/1507036504/xToHc_4pHeNxOL7RBkE3wjNsScpUaiSOeweyuu3-20)

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <http://test.osha.gov/user> in the future using:

username: lasttest1  
password: Your password

-- Occupational Safety and Health Administration team

### 5. Click on the *Log in* button.

This is a one-time login for *lasttest1*.

Click on this button to log in to the site and change your password.

This login can be used only once.

### 6. Enter a password into the *Password* field. **Note:** The password must contain at least 8 characters and all of the following three: lowercase and uppercase letters, number(s), and special characters.

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password. ✕

## Password Reset

**User Name**

lasttest1

**Password**

**Confirm password**

### Password Policy

- Fail - Password must contain at least 3 types of characters from the following character types:
  - Lowercase letters
  - Uppercase letters
  - Digits
  - Punctuation
- Fail - Password length must be at least 8 characters.

Save

7. Re-enter the password into the *Confirm password* field. **Note:** The password must be re-typed.
8. Click on the *Save* button.
9. System will re-direct back to the ITA login page.

[OSHA](#) / [Injury Tracking Application Login](#)

## Injury Tracking Application Login

**Your password has been successfully set.** ✕

You can now use it to login.

Log in or [create an account](#).

**Username or Email Address**

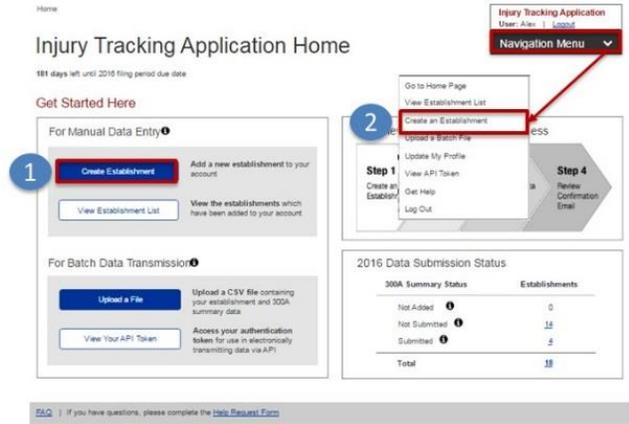
**Password**

[Forgot Password?](#)

10. Enter username and password and click *Log In*.
11. If link expires, repeat steps 4-10.

An end user can create an establishment following these steps. **Note:** For additional information relevant to the previous text, place the cursor over the information icon.

1. Click the *Create Establishment* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section. Or...
2. Select the *Create an Establishment* option from the dropdown *Navigation Menu* on any ITA screen.
3. Type the establishment's name in the *Establishment Name* field. **Note:** The name must be unique.
4. Type the name of the company that owns the establishment in the *Company Name* field if different from the establishment name.
5. Type the establishment's physical address (i.e., not a post office (PO) box) in the *Address* field.
6. Type the establishment's city in the *City* field.
7. From the *State* dropdown menu, select the appropriate state for the establishment.
8. Type the establishment's zip code in the *Zip* field.
9. Enter the 2012 North American Industrial Classification System (NAICS) code in the *NAICS Industry Code* field.
10. When the NAICS code is unknown, click the *look it up* hyperlink to access the United States Census Bureau's North American Industry Classification System.



### Create Establishment

\* Required Fields

Establishment Name 3

Must be unique.

Company Name 4

Please enter the name of the company that owns the establishment.

Address \* 5

Please include your physical address, not a PO Box.

City \* 6 State \* 7 8

North American Industrial Classification (NAICS) 9

Start typing...

Begin typing either your 2012 NAICS code or the industry description to select the correct value from the list. If you don't know your code and can't find it in the list, click [look it up here](#). 10

Sector	Description
11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing

11. Click the radio button that corresponds to the establishment's maximum number of employees for any point during the year.
12. Select the appropriate radio button to indicate whether the establishment is a public sector (government) entity.
13. If it is necessary to cancel the creation action, click the *Cancel* hyperlink.
14. To attach the establishment to the account, click the *Save* button.

The screenshot shows the 'Create Establishment' web form. At the top right, there is a user profile box with 'Injury Tracking Application', 'User: Alex', and a 'Logout' link. Below it is a 'Navigation Menu' dropdown. The main form title is 'Create Establishment' with a sub-header '\* Required Fields'. The form contains several sections:
 

- Establishment Name:** A text input field with a note 'Must be unique.' and a 'Company Name' label.
- Address:** A text input field with a note 'Please enter the name of the company that owns the establishment.' and another note 'Please include your physical address, not a PO Box.'
- Location:** Fields for 'City', 'State' (a dropdown menu), and 'ZIP'.
- NAICS:** A section for 'North American Industrial Classification (NAICS)' with a search box and a note 'Begin typing either your 2012 NAICS code or the industry description, then select the correct value from the list. If you don't know your code and can't find it in the list, click on the "Look it up" link.'
- Employee Count:** A question 'What was the maximum number of employees at this establishment for this year?' with radio buttons for 'Under 20', '20-249', and 'Over 250+'. Callout 11 points to the 'Over 250' option.
- Public Sector:** A question 'Is this a public sector (government) entity?' with radio buttons for 'No', 'Yes - State Government', and 'Yes - Local Government'. Callout 12 points to the 'Yes - State Government' option.
- Buttons:** At the bottom right, there are 'Cancel' and 'Save' buttons. Callout 13 points to the 'Cancel' button and callout 14 points to the 'Save' button.

 At the bottom of the page, there is a footer with a link to 'FAQ' and a note 'If you have questions, please complete the Help Request Form'.



Add 300A Summary data to an establishment by completing the following five steps. **Note:** For additional information relevant to the previous text, place the cursor over the **i** icon.

1. Click the *View Establishment List* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section or...
2. Select the *View Establishment List* option from the dropdown *Navigation Menu* on any ITA screen. **Note:** The *Establishment List* screen lists each establishment connected to the end user's account.
3. To display the *Add 300A Summary* screen, click the establishment's name, then click the *Add 300A Summary* button.
4. Enter the correct data into **each** field of the Summary of Work-Related Injuries and Illnesses. **Note:** Each field on the form is required.
5. Click *Save*.

300A Status	Establishment Name	Street Address	City	State	Zip
Not Added	Store 1	123 Main St	Washington	DC	20001-1234
Not Submitted	Store 2	234 Maple Ave	Washington	DC	20001-1234
Not Submitted	Store 3	345 Silver Ln	Washington	DC	20001-1234
Not Submitted	Store 4	456 Alexander Rd	New York	NY	10003-1234
Not Submitted	Store 5	567 19th St NW	New York	NY	10003-1234
Not Submitted	Store 6	678 A St SW	New York	NY	10003-1234
Not Submitted	Store 7	789 93rd St	Baltimore	MD	20900-6789
Not Submitted	Store 8	890 4th Ave	Baltimore	MD	20900-6789
Not Submitted	Store 9	901 Wilson Ct	Baltimore	MD	20900-6789
Not Submitted	Store 10	907 Elm St	Baltimore	MD	20900-6789
Not Submitted	Store 11	876 41st St NW	Baltimore	MD	20900-6789
Not Submitted	Store 12	765 University Blvd	Philadelphia	PA	19102-0001
Not Submitted	Store 13	654 Chicago St	Philadelphia	PA	19102-0001
Not Submitted	Store 14	543 Route Ln	Philadelphia	PA	19102-0001
Not Submitted	Store 15	432 Green St	Philadelphia	PA	19102-0001
Not Submitted	Store 16	321 Cross Rd	New York	NY	10003-1234
Submitted	Store 17	210 State St	New York	NY	10003-1234
Submitted	Store 18	109 Center Dr	Washington	DC	20001-1234
Submitted	Store 19	807 Dogwood Ct	Washington	DC	20001-1234
Submitted	Store 20	703 Lamp Post Rd	Washington	DC	20001-1234

## FAQ

I filled in the information for the "300A Summary", but it will not let me click on the Save button. What do I do now?

There are three common problems that stop the Save button from being highlighted. First, the radio button on the top right of the 300A data page that says "Did this establishment have injuries or illnesses" must be filled out. Second, all the boxes must be filled out, with a "0" if applicable instead of being left empty. Third, there cannot be any commas, decimals, or other non-numbers in the employees or hours worked fields. Generally, a field that contains an error is outlined in red.



An ITA user has completed 300A data entry for an establishment and wishes to submit it to OSHA from the *Establishment List* or *View Establishment* screen. **Note:** For additional information relevant to a particular page or form element, place the cursor over the information icon

Complete the following steps to submit an establishment(s) from the Establishment List page:

1. Click the *View Establishment List* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section

or

Select the *View Establishment List* option from the dropdown *Navigation Menu* on any ITA screen to display the *View Establishment List* screen.

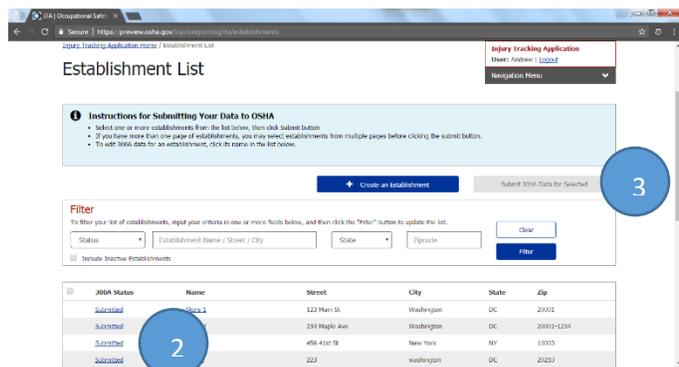
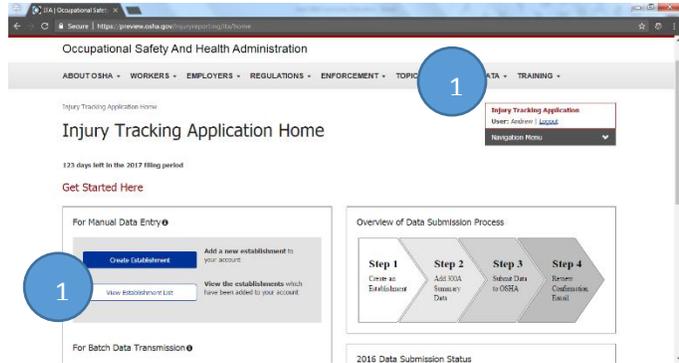
2. Select the establishment(s) to submit. **Note:** Only establishments in the Not Submitted status can be submitted

3. Click the *Submit 300A Data for Selected* button. **Note:** The establishment's progress must be Not Submitted in order to be submitted to OSHA.

4. In the Confirm Submission of 300A Data notification, check the checkbox to indicate the data is accurate.

5. Click the *Submit 300A Data* button.

6. Following a submission of an Establishments' 300A data, the user will receive a confirmation message both on-screen and via email. The status of the establishment will change to Submitted.



**Note:** You should receive this email confirmation shortly after submission. If you do not receive it after several minutes, check the Junk/Spam folder for the account which was registered with ITA. If no email is received, verify the establishment's status was changed to Submitted (with a link to view the submission). If not, try submitting the establishment again.

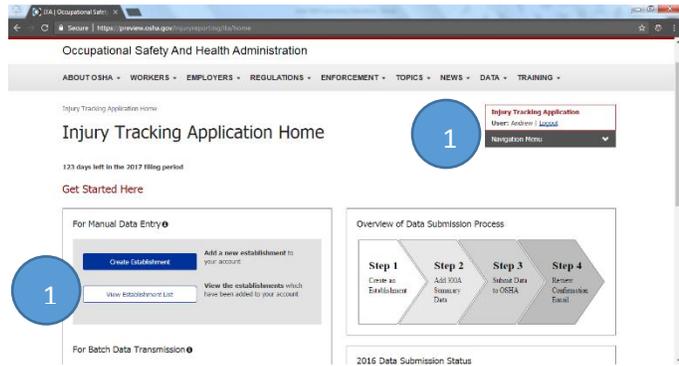


Complete the following steps to submit an establishment's data from the View Establishment page:

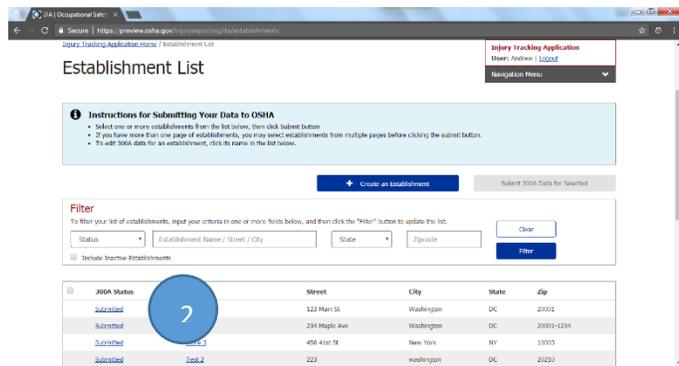
1. Click the View Establishment List button on the Injury Tracking Application Home screen in the Manual Data Entry section

or

Select the View Establishment List option from the dropdown Navigation Menu on any ITA screen.



2. From the establishment list page, which lists each establishment connected to a user's account, click the establishment's name to access that establishment's View Establishment page.



3. From the View Establishment page, click the *Submit 300A Data* button. **Note:** The establishment's progress must be Not Submitted in order to be submitted to OSHA.



4. In the Confirm Submission of 300A Data notification displays, check the checkbox to indicate the data is accurate.



5. Click the *Submit 300A Data* button.

6. Following a submission of an Establishments' 300A data, the user will receive a confirmation message both on-screen and via email. The status of the establishment will change to Submitted.

Note: You should receive this email confirmation shortly after submission. If you do not receive it after several minutes, check the Junk/Spam folder for the account which was registered with ITA. If no email is received, verify the establishment's status was changed to Submitted (with a link to view the submission). If not, try submitting the establishment again.



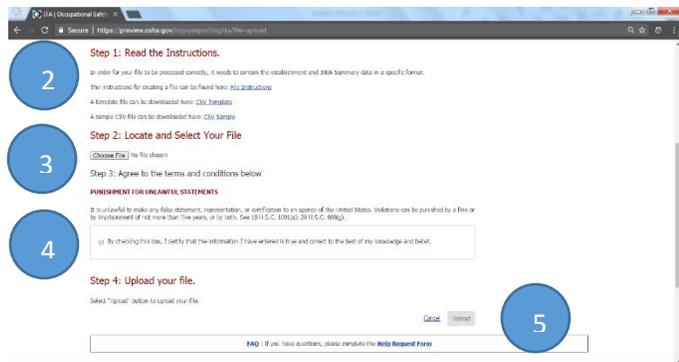
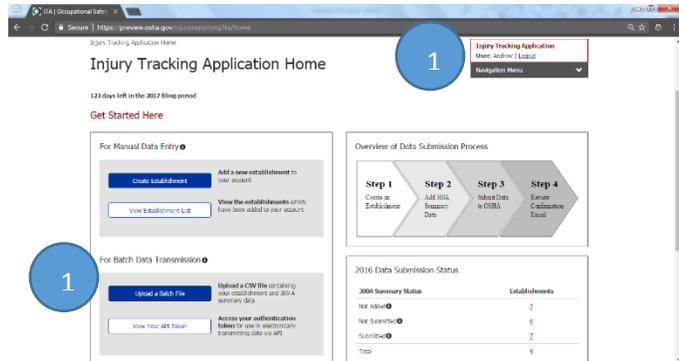
An end user utilizes the *Upload a File* screen to submit a batch file containing establishment and 300A summary data. Please be aware that we recommend creating and uploading a CSV file **ONLY** if you are providing information for more than several establishments. If you are submitting data for just one or a few establishments, we recommend entering the data manually using the web forms.

1. Click the *Upload a File* button on the *Injury Tracking Application Home* screen in the *For Batch Data Transmission* section

or

Select the *Upload a Batch File* option from the dropdown *Navigation Menu* on any ITA screen.

2. Create a comma separate values (CSV) file. **Note:** If needed, instructions for creating a CSV file, and a template are available in the *Step 1: Read the instructions* section.
3. In the *Step 2: Locate and select your file* section, click the *Browse* button, locate, and select the file from your computer.



Note: No specific file name needs to be set for a CSV file.

4. In the *Step 3: Agree to the terms and conditions* section, read the Terms and Conditions, and click the checkbox to indicate agreement.
5. In the *Step 4: Upload your file* section, click the *Upload* button.
6. An on-screen confirmation message is displayed after the system has received your file, as well as sending one by email. Additional emails indicating if the data in your file was correctly formatted will be sent once the system has finished processing your file.

The processing of files occurs at regular three-hour intervals in the order they were received. Depending on the volume of file submissions, it may take some time before an ITA user's file is processed and receive the processing results.

## CSV File FAQs

### **Do I need to submit my data by using the web forms AND by csv file?**

No, you only have to provide the data using one of those methods. Please be aware that if you are submitting data for just one or for a small handful of establishments, it is much easier to enter the data manually by selecting the "Create Establishment" button and filling out a couple of web forms rather than trying to create and upload a csv file. If you have already provided your establishment information for a previous collection(s), you only need to click on "View establishment list", select the already entered establishment and provide the new 300A summary data.

### **I am trying to submit my data using a csv file but it keeps stripping the leading zeroes from my zip codes. How can I fix this problem?**

When you edit a csv file using Excel, it does strip the leading zeroes. To stop that from happening, put an apostrophe (') in front of the zero then save it. Be aware that if you open the file again with Excel, it will strip the zeroes again. You can also edit it with Notepad (right click on the file and choose the Open With feature). Notepad will not strip the zeroes.

### **Can I include decimals in my numbers?**

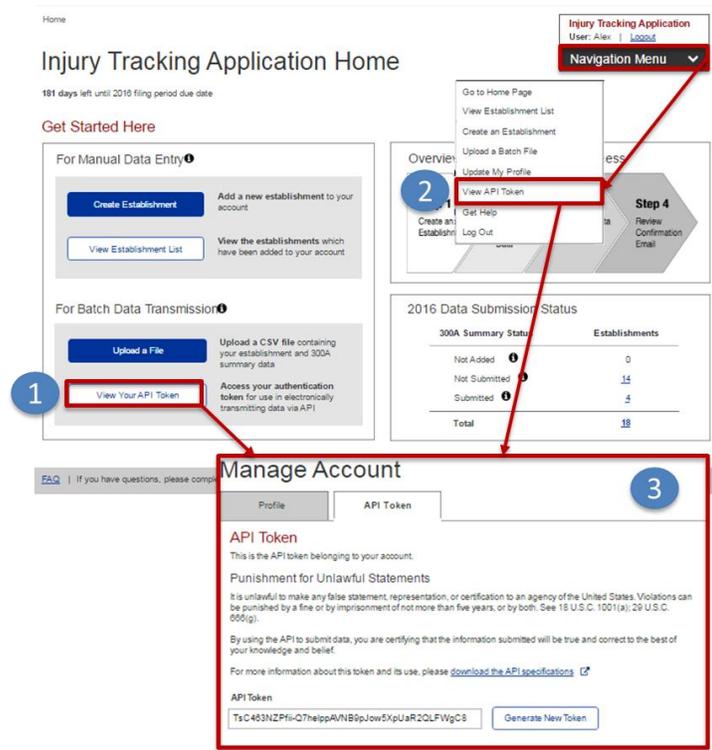
No. The system will reject the file if you include decimals in any of the number fields. Only enter whole numbers.

### **I use the Excel spreadsheet from your website as my OSHA forms. Can I change this to a csv file to upload to the ITA?**

No, that would not be in the correct format, the system would reject that file. The format must be the same as the template file located at [https://www.osha.gov/injuryreporting/osha\\_ita\\_summary\\_data\\_csv\\_template.csv](https://www.osha.gov/injuryreporting/osha_ita_summary_data_csv_template.csv). Please be aware that if you are submitting data for just one or for a small handful of establishments, it is much easier to enter the data manually by selecting the "Create Establishment" button and filling out a couple of web forms rather than trying to create and upload a csv file. If you have already provided your establishment information for a previous collection(s), you only need to click on "View establishment list", select the already entered establishment and provide the new 300A summary data.

An end user may navigate to the API Toen associated with their ITA account by selecting one of two options. **Note:** For additional information relevant to the previous text, place the cursor over the  icon.

1. Click the *View Your API Token* button on the *Injury Tracking Application Home* screen in the *For Batch Data Transmission* section.
2. Select the *View Your API Token* option from the dropdown *Navigation Menu* on any ITA screen.
3. API Token displays.



An end user may view a list of establishments, and/or edit an establishment from the *View Establishment List* screen. **Note:** For additional information relevant to the previous text, place the cursor over the information icon **i**. Complete the following steps to view/edit establishments:

1. Click the *View Establishment List* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section or...
2. Select the *View Establishment List* option from the dropdown *Navigation Menu* on any ITA screen to display the *View Establishment List* screen.
3. The *Establishment List* screen lists each establishment connected to the end user's account.
4. To edit an establishment, click its name in the *Establishment Name* field, then click the *Edit Details* button.
5. Modify the appropriate fields on the *Edit Establishment* screen.
6. Click the *Save* button.

**Injury Tracking Application Home**

181 days left until 2016 filing period due date

**Get Started Here**

**For Manual Data Entry**

**1** [View Establishment List](#)

**For Batch Data Transmission**

**2** [View Establishment List](#)

**2016 Data Submission Status**

300A Summary Status	Establishments
Not Added <b>i</b>	0
Not Submitted <b>i</b>	14
Submitted <b>i</b>	5
<b>Total</b>	<b>19</b>

**Filter**

To filter your list of establishments, input your criteria in one or more fields below, and then click the "Filter" button to update the list.

**3**

300A Status	Establishment Name	Street Address	City	State	Zip
Not Added	<b>4</b> Store 1	123 Main St	Washington	DC	20001-1234
Not Submitted	Store 2	234 Maple Ave	Washington	DC	20001-1234
Not Submitted	Store 3	345 Silver Ln	Washington	DC	20001-1234
Not Submitted	Store 4	456 Alexander Rd	New York	NY	10001-1234
Not Submitted	Store 5	567 19th St NW	New York	NY	10003-1234
Not Submitted	Store 6	678 A St SW	New York	NY	10003-1234
Not Submitted	Store 7	789 3rd St	Baltimore	MD	20900-4789
Not Submitted	Store 8	890 45th Ave	Baltimore	MD	20900-4789
Not Submitted	Store 9	901 Wilson Ct	Baltimore	MD	20900-4789
Not Submitted	Store 10	987 Elm St	Baltimore	MD	20900-4789
Not Submitted	Store 11	876 41st St NW	Baltimore	MD	20900-4789
Not Submitted	Store 12	765 University Blvd	Philadelphia	PA	19102-0001
Not Submitted	Store 13	654 Chicago St	Philadelphia	PA	19102-0001
Not Submitted	Store 14	543 Rhode Ln	Philadelphia	PA	19102-0001
Not Submitted	Store 15	432 Green St	Philadelphia	PA	19102-0001
Not Submitted	Store 16	321 Orange Rd	New York	NY	10003-1234
Not Submitted	Store 17	210 State St	New York	NY	10003-1234
Submitted	Store 18	109 Center Dr	Washington	DC	20001-1234
Submitted	Store 19	607 Dogwood Ct	Washington	DC	20001-1234
Submitted	Store 20	783 Lamp Post Rd	Washington	DC	20001-1234

### Edit Establishment

**\* Required Fields**

Establishment Name **i**

Must be unique.

Company Name **5**

Please enter the name of the company that owns the establishment.

Address \*

Please include your physical address, not a PO Box.

City \* State \* ZIP \*

North American Industrial Classification (NAICS) \* **i**

Start typing...

Begin typing either your 2012 NAICS code or the industry description; then select the correct value from the list. If you don't know your code and can't find it in the list, you can [look it up here](#) **i**

What was the maximum number of employees at this establishment for this year? \* **i**

Under 20  20-249  Over 250+

Please enter the maximum number of employees that this establishment had at ANY point during the filing year.

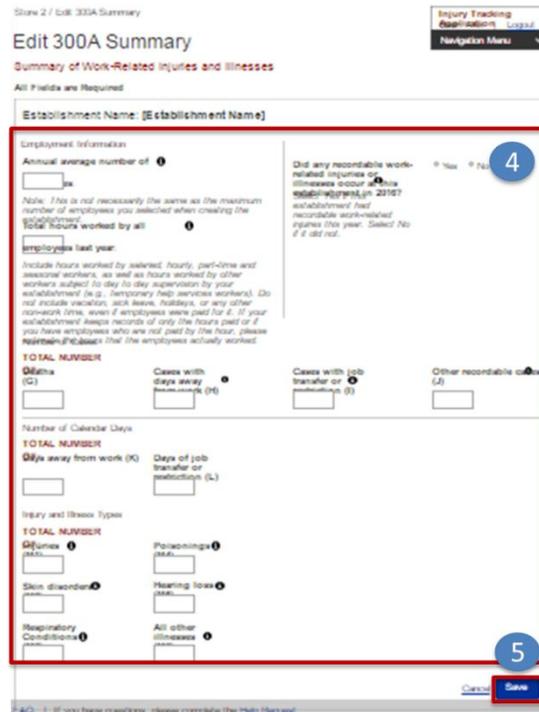
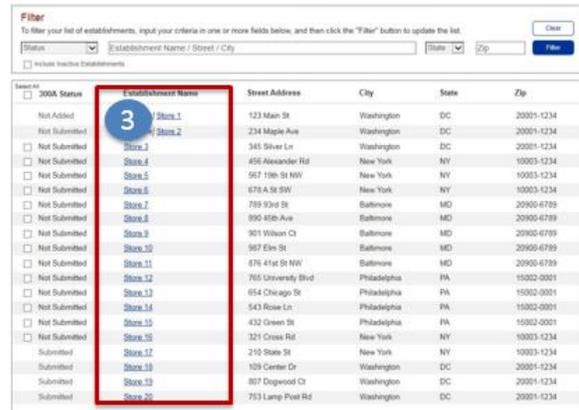
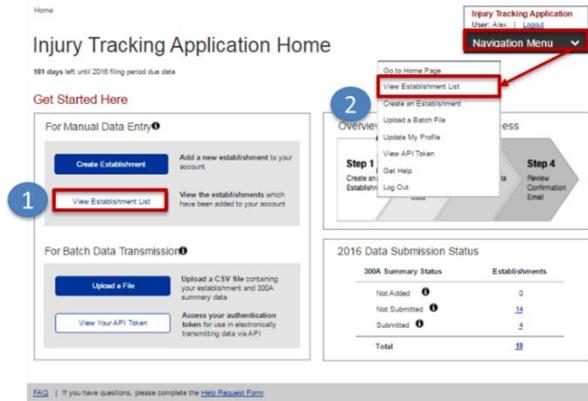
Is this a public sector (government) entity?

No  Yes - State Government  Yes - Local Government

**6** [Save](#)

Edit 300A Summary data for an establishment by completing the following five steps. **Note:** For additional information relevant to the previous text, place the cursor over the **i** icon:

1. Click the *View Establishment List* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section or...
2. Select the *View Establishment List* option from the dropdown *Navigation Menu* on any ITA screen. **Note:** The *Establishment List* screen lists each establishment connected to the end user's account.
3. To display the *Edit 300A Summary* screen, click the establishment's name, and then click the *Edit 300A Summary* button.
4. Make the required edits.
5. Click the *Save* button. **Note:** If you had already submitted the data prior making your edits, you will need to *resubmit* the data for the changes to be registered.



An end user may modify their account profile and/or change their password. **Note:** For additional information relevant to the previous text, place the cursor over the information icon **i**. Complete the following steps to edit an ITA account:

1. Navigate to the *Manage Account* screen by selecting *Manage Account* option from the dropdown *Navigation Menu*.
2. To change the password on the account, click the *Change Password* hyperlink.
3. To edit the Profile field(s), click *Update Profile* button.
4. Type the current password into the *Current Password* field.
5. Type the new password into the *New Password* field.  
**Note:** New passwords must meet the password requirements (e.g., Contain a minimum of 8 characters, and include at least one lowercase letter, uppercase letter, number, and punctuation).
6. Re-type the new password into the *Confirm New Password* field.
7. A user may cancel the password change by clicking the *Cancel* hyperlink.
8. Click *Save Password* to save the changed password.
9. To edit the Profile fields, click the *Update Profile* button (see 3 above) and make the required changes in the appropriate fields.
10. Click *Save Updates*.



## Manage Account

Profile | API Token

**Profile**

To update your password, select **Change Password**

**Update Profile**

First Name: Alex  
 Last Name: Jones  
 Company Name: ABC Company  
 Job Title:  
 Email: alex.jones@abccc.com  
 Phone Number: 212-555-1212

Change Password

User Name  
 User: 1234

Current Password **4**

New Password **5**

Confirm New Password **6**

**7** **8**

**Save Password**

**Cancel**

**Password Policy**  
 • Must be at least 12 characters  
 • Must include at least one of each of the following:  
 - Lowercase letter  
 - Uppercase letter  
 - Number  
 - Punctuation

## Manage Account

Profile | API Token

**Profile**

\* Required Fields **9**

First Name \*  
 Alex

Last Name \*  
 Jones

Company Name \*  
 ABC Company  
Please enter the name of the company for which you currently work.

Job Title

Email \*  
 alex.jones@abccc.com

Phone Number \*  
 212-555-1212

**10**

**Cancel** **Save Updates**



Complete the following steps to reset an ITA account password:

1. Click the *Forgot password?* hyperlink on the *Injury Tracking Application Login* screen.
2. Type the email address that is associated with the account in the *Email Address* field and complete the *I'm not a robot* CAPTCHA.
3. Click the *Submit* button. **Note:** ITA automatically emails the end user a notification that contains a hyperlink to the password reset uniform resource locator (URL).
4. Click hyperlink in the emailed notification to access the *Set Password* page.
5. Enter a password into the *Password* field. **Note:** The password must contain at least 8 characters and one of the following three: lowercase and uppercase letters, number(s), and special characters.
6. Re-enter the password into the *Confirm password* field. **Note:** The password must be re-typed.
7. Click the *Save* button.

